



DEPARTMENT OF CORPORATIONS

JOB OPPORTUNITY

Arnold Schwarzenegger, Governor

WILLIAM P. WOOD, California Corporations Commissioner

SUNNE WRIGHT MCPPEAK, Agency Secretary

Release Date: January 6, 2005

CLASSIFICATION: **ASSOCIATE PERSONNEL ANALYST**
1 Position – Permanent/Full Time

FINAL FILING DATE: **Until Filled**

SALARY: \$4111-\$4997 per month

POSITION LOCATION: Human Resources Office, 1515 K Street, Sacramento

DUTIES AND RESPONSIBILITIES - In the Classification and Pay Section, perform the more difficult and complex analytical personnel work while gaining and maintaining the confidence and cooperation of Executive management, co-workers, subordinate staff, other public agency staff and the general public.

DESIRABLE QUALIFICATIONS

- ◆ Experience working with program staff regarding position allocation and/or progressive discipline.
- ◆ Experience writing adverse actions and board items.
- ◆ Ability to work independently with minimal supervision.
- ◆ Service oriented with good interpersonal skills.
- ◆ Must provide courteous and reliable service.
- ◆ Good attendance record.
- ◆ Dependable, able to adjust to shifting priorities and meet deadlines.
- ◆ Ability to communicate well both orally and in writing.
- ◆ Familiarity with PC (Excel, Word, etc.).

WHO MAY APPLY - EMPLOYEES CURRENTLY AT THE ASSOCIATE PERSONNEL ANALYST LEVEL OR WHO HAVE LIST ELIGIBILITY AND ARE REACHABLE (IN THE TOP THREE RANKS), AND STATE EMPLOYEES WITH SURPLUS OR SROA STATUS IN THIS CLASSIFICATION ARE ENCOURAGED TO APPLY. **APPLICATIONS WILL BE SCREENED AND ONLY THOSE WITH EXPERIENCE MAY BE INVITED FOR AN INTERVIEW.** For further technical information regarding the position, please contact Jeannie Beatty at (916) 324-7911 or CALNET 8-454-7911. **PLEASE SEND A COMPLETED APPLICATION TO THE PERSON AND ADDRESS PROVIDED BELOW.** (Please include your social security number for eligibility verification).

SUBMIT APPLICATION AND RESUME TO:

Department of Corporations
Human Resources Office
Attention: Linda Tessmer (#HR-00002)
1515 K Street, Suite 200
Sacramento, CA 95814
(916) 324-6271 or CALNET 8-454-6271

RPA #HRO-00002 dn

AN EQUAL OPPORTUNITY EMPLOYER - EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.